

CHAPTER FIVE

2000 ACTION PLAN

This chapter presents the Clark County/City of Vancouver Consortium 2000 Action Plan, which is a detailed list and description of the activities which will be conducted and the federal funds which will be expended to implement the objectives of the Five Year Strategic Plan presented in Chapter Four. The Action Plan was developed from a variety of sources, including funding decisions from the Clark Housing Review Board and the Urban County Policy Board, from service providers, agencies, and organizations, and from citizens. They are also based on planning documents and other action plans.

The action plan also incorporates the goals and objectives developed by the Homeless Continuum of Care planning group. The objectives include action steps which are to be completed over the next two years.

A complete list and description of the CDBG and HOME projects funded in 2000 is located at the end of the Chapter 5. Project maps indicates the locations of the funded 2000 CDBG and HOME projects.

GEOGRAPHIC DISTRIBUTION

The housing and community development needs of the county are dispersed throughout Clark County. Many of the projects discussed below are not geographic-specific but are intended to benefit citizens throughout the county. Other projects may be site-specific and intended to serve a particular population. When available, this information is included with the project description. Projects receiving 2000 CDBG funds through the County will target the entire county except for the City of Vancouver, which selects projects benefiting city residents. Projects receiving HOME, and HOPWA funds will be targeted countywide, except that new construction with HOME funds must be within an urban growth boundary.

SERVICE DELIVERY AND MANAGEMENT

As discussed in Chapter Four, the Consortium's institutional structure for implementation of the H&CD Strategic and 2000 Action Plans is relatively strong. In 2000, a variety of agencies and organizations will play key roles in delivering and managing housing and community development programs. These agencies and organizations are listed in Appendix C.

2000 ACTION PLAN

Affordable Housing

Objective #1: Increase the supply of housing affordable to renter households earning 50 percent or less of the area median family income.

Actions:

1. Clark County Department of Community Services and Corrections and City of Vancouver Housing and Community Services will provide information and technical assistance to non-profit housing developers for the creation of rental housing units. Facilitate or sponsor workshops on financing, grant writing, and other aspects of affordable housing.
2. Seek additional federal funds and a variety of other funding/revenue sources to increase the housing stock for low-rent public housing units and Section 8 certificate and voucher programs. The lead agency should be the Vancouver Housing Authority.
3. Clark County will support applications from private and non-profit housing developers who propose to create rental housing using the Washington State Housing Tax Credit program. The VHA also collaborates with private developers to apply for WSHFC.
4. Clark County will work with the Continuum of Care Planning group to develop a network of landlords who are willing to accept high- risk residents. Therefore, increasing the number of low-income rental units available.

Objective #2: Promote homeownership for low- and moderate-income households earning less than 80 percent of the area median family income through an integrated approach that involves increasing housing supply, increasing financial options for both housing providers and purchasers, increasing individual capacity to purchase, and allowing for increased density.

Actions:

1. The City of Vancouver and Clark County will continue to fund Columbia Non -Profit First Home Loan Program. Applicants will attend classes sponsored through the Community Housing Resource Center before acquisition and after acquisition. HOME and CDBG funds will be used.

2. Clark County will explore ways to increase the amount of funds available to public and private housing developers for housing for moderate-income persons through the program income, and Washington State Housing Trust Fund (HTF).
3. The City of Vancouver and Clark County will continue to support the Community Housing Resource Center, which assists potential homebuyers in Clark County, including low- and moderate-income households. County general funds, funds from the City of Vancouver, and private funds will be pursued.
4. The City of Vancouver and Clark County will continue to fund the Vancouver Housing Authority to provide home ownership opportunities to households currently on public housing assistance. Homes to be purchased by VHA and leased to families participating in the VHA Move-to-Work program. Ownership transferred to families upon completion of lease agreement and program requirements. CDBG and HOME funds will be used.

Objective #3: Create additional housing options and increased opportunities for self-sufficiency for low-income elderly persons, persons with disabilities or special needs, and public housing residents.

Actions:

1. Clark County will continue to lease county-owned houses to private, non-profit organizations for rentals for persons with special needs, including persons with developmental disabilities and mental illnesses. Currently, three low-income persons with developmental disabilities and four low-income persons with mental illness are served by this program.
2. Clark County will explore options to sell county-owned property to private non-profit organizations to be used for rental units for persons with special needs. Provide technical assistance to nonprofit organizations in writing funding applications and making the transition to owning and managing housing. Housing Trust Fund dollars will be sought.
3. Clark County Department of Community Services and Corrections will assist the building of the capacity of local non-profits to enable them to develop, own, and manage housing units for affordable and supported housing.
4. The Vancouver Housing Authority will implement the proposed improvements and modernization of public housing units as described in the Vancouver Housing Authority's Five-Year Plan of its Comprehensive Grant Program. Comprehensive Grant Program funds will be used.

5. Clark County and the Vancouver Housing Authority will explore ways to secure funding for public housing and Section 8 housing units for persons with special needs. Develop management plans, which allow for streamlined placement of persons with special needs in units designed to accommodate those needs. Work with local agencies and non-profit agencies to develop cooperative agreements to assist persons living in assisted housing to live as independently as possible. CDBG and HTF dollars will be used.
6. Clark County, City of Vancouver and the Vancouver Housing Authority will advocate for increased state and federal funding for rental housing for persons with special needs, including persons with developmental disabilities, mental illness, physical disabilities, AIDS, and the elderly. Targeted funding sources will be the Washington State HTF, private foundations, and the Clark County Lending Consortium.
7. YW Housing CHDO Operations. Funds for half the operating cost of YW Housing, a Community Housing Development Organization, nonprofit to help with operational costs and future projects. HOME funds will be used.
8. The City of Vancouver and Clark County will continue to fund YW Housing Y's Transitions Phase II. Purchase of group-living transitional house for women and women with children who are participating in publicly supported outpatient drug and alcohol treatment will be developed. The house will have a live-in manager and the women will receive case management services in addition to treatment. Location near W 36th and Olive Street, Vancouver. HOME and CDBG funds will be used.
9. The City of Vancouver and Clark County will fund Vancouver Housing Authority Hazel Dell Assisted Living. Construction of 45 one bedroom apartments for the frail elderly. Facility will provide assistance with essential skills. The site is located at 9503 NE Hazel Dell Avenue. HOME funds will be used.
10. The City of Vancouver and Clark County will fund Vancouver Housing Authority Wisteria Manor Apartments. Construction of 24 one bedroom apartments for seniors whose income is below 60% of median area income. Site is located at 15911 NE Mill Plain Boulevard. HOME funds will be used .
11. The City of Vancouver and Clark County will fund Inland Empire Residential Resources Residential Care II. The development of two detached single family residential care homes for 8 residents with developmental disabilities. Location NE 34th Street and 50th Avenue, Vancouver. HOME funds will be used.
12. The City of Vancouver and Clark County will fund Inland Empire Residential Resources Residential Homes. The development of two detached single family residential care homes for 8 residents with developmental disabilities. Location 1229 N. Garrison Road, Vancouver.

HOME funds will be used.

13. The City of Vancouver and Clark County will fund Inland Empire Residential Resources Condominium Purchase. The purchase of a privately own condominium for use by low income disabled individuals. Location 1229 N. Garrison Road, Vancouver. HOME funds will be used.
14. Clark County will fund Clark County Adapt-A-Home. No-interest loans and grants to homeowners and rental property owners throughout the County to make homes and apartments handicapped accessible. CDBG budget: \$50,000.
15. Clark County will work with the Council for the Homeless, Columbia Non-Profit Housing, Columbia River Mental Health Services and PeaceHealth to develop an application to HUD for permanent supported housing for people with mental illness.

Objective #4: Preserve, whenever cost-effective, existing affordable housing units threatened with loss due to condition, location, or other situations.

Actions:

1. Clark County and the City of Vancouver will continue to fund and administer the Clark County and City of Vancouver Homeowner Rehabilitation Loan Program and will review options of funding Rental Rehab single family homes. This program provides low-interest loans to homeowners to rehabilitate or make small repairs to single-family, owner-occupied homes throughout Clark County. Approximately 18 low- and moderate-income homeowners are expected to be served in 2000 throughout Clark County. HOME and CDBG funds and 2000 program income will be used.
2. The City of Vancouver will fund the Clark County City of Vancouver Emergency Housing Repair Program. Provision of emergency repairs to address urgent, health, safety and sanitary conditions to low and moderate income homeowners who qualify in the City of Vancouver Emergency Repair Program. CDBG anticipated program income will be used.
3. Clark County will continue to develop marketing strategies for the Clark County Homeowner Rehabilitation Loan Program, especially in areas targeted in the H&CD Plan as having a high percentage of at-risk housing units.
4. Clark County will continue to administer the Clark County Weatherization Program for rental and homeowner units. Approximately 135 low-income households are expected to be served throughout Clark County in 2000 if funding levels remain at their current levels. Funds from

the U.S. Department of Energy will be used.

5. Clark County will identify county-owned housing units, which may be threatened due to traffic or road improvements. Explore purchase options with nonprofit organizations to buy and move the homes, whenever feasible and cost-effective. The Washington State HTF resources are potential sources of funding for moving or purchasing county-owned property.

Homelessness

Objective #1: Provide and enhance services and facilities to serve the needs of homeless individuals, families including teenagers with an emphasis on implementing a continuum of care approach. This approach includes assessment and outreach, emergency shelter, transitional housing, permanent housing, and services to encourage self-sufficiency.

Actions:

1. The Vancouver Housing Authority is the lead agency in the construction of a six-bed youth shelter for homeless youth which will include shelter, meals, coordinated health care, education, counseling and case management. Washington State HFT funds will be used.
2. Clark County Department of Community Services and Corrections will identify additional funding sources or program configurations which increase the number of homeless or extremely low-income families receiving case management in scattered-site housing units through the Operation Homestretch Transitional Program.
3. The service providers are exploring ways to increase the efficiency of services, which promote self-sufficiency through co-location of programs, shared staffing arrangements, and more coordinated delivery systems. The VHA may be the lead agency for this project.
4. Clark County will allocate Federal Emergency Management Administration (FEMA) funds to the Salvation Army to provide emergency motel vouchers. Maintain or exceed the number of households served through the voucher program in 1999 (148 households representing 434 persons).

Objective #2: Secure stable sources of operating funding for existing services and

facilities.

Actions:

1. Clark County, the Vancouver Housing Authority, the City of Vancouver and Council for the Homeless will define their long-term funding roles in regards to the operations of existing homeless services and facilities. Generally, the Council for the Homeless will be the lead agency.
2. Clark County Department of Community Services and Corrections and the Council for the Homeless will explore sources of operating funds used by other shelters in Washington State to identify additional sources for Clark County.
3. Clark County, the Vancouver Housing Authority, and others will advocate for increased funding for services and facilities for the homeless at the state level. Washington State HTF resources will be sought.
4. Clark County will apply for ESG funds through the State of Washington. Assume a coordinating role for submitting the application, and provide technical assistance to non-profits in preparing the applications.

Objective #3: Provide services to prevent persons at risk from becoming homeless.

Actions:

1. Clark County will continue to administer and seek funds for the Low-Income Home Energy Assistance Program (LIHEAP), which provides emergency funds for low-income persons who have difficulty paying utility bills. Approximately 3,200 low-income persons are expected to receive assistance in 2000. Funds from Washington State Department of Energy will be used.
2. Clark County will explore ways to stabilize funding for emergency clothing, food, and financial assistance for low-income persons at risk of becoming homeless. Funds from the Emergency Shelter Block Grant program, the Federal Emergency Management Agency, and local, private sources will be sought.
3. The Salvation Army will continue to provide one-time emergency assistance grants to persons threatened with homelessness due to eviction. Maintain or exceed the number of households

served in 1999 (114 households) unless 2000 funding levels are reduced. Funds from the Federal Emergency Management Agency and local, private sources will be sought.

4. Clark County Department of Community Services and Corrections, Vancouver Housing Authority, City of Vancouver Housing and Community Services, Council for the Homeless will explore ways to establish plans and policies and review/revise zoning codes to assure that adequate provisions are made for defining, controlling and siting emergency shelters and room and board facilities, including access to transit and other needed services.
5. The Council for the Homeless and Clark County Department of Community Services and Corrections will continue to participate in advocacy and planning activities of the Washington State Coalition for the Homeless.
6. The City of Vancouver and Clark County will fund Vancouver Housing Authority Operation Homestretch. Tenant based rental assistance, for ten families completing stays in Clark County emergency homeless shelters. HOME funds will be used.

Objective #4: Improve coordination between service providers to improve service delivery and to address gaps in the continuum of care.

Actions:

1. The Coalition of Service Providers meet monthly to share information, discuss operating procedures, case management services, identify resources, and discuss methods to improve service delivery.
2. The Shelter Clearing House Committee is composed of all the shelter providers. This group meets monthly to share information, discuss shelter policies, identify funding opportunities and review government policies that have implications to the homeless.

Community Development

Objective #1: Create suitable living environment by improving the safety and livability of neighborhoods and communities throughout the county.

Actions:

1. Clark County will fund the City of Battle Ground, North Parkway Avenue Road Improvements. The design and construction of curbs, sidewalks, and a stormwater detention facility on the west side of North Parkway from East Main to NE 5th Street. CDBG funds will be used.
2. Clark County will fund the City of Camas, 6th Avenue Safety Project. Design and construction of sidewalk along SW 6th avenue between Zillah and Park, construction of curbs and sidewalks on NW 6th Avenue between Ivy and 5th Avenue, and the placement of crosswalk warning beacons along NW 6th Avenue. CDBG funds will be used.
3. Clark County will fund the City of Ridgefield, Multi-Use Park. The design and construction of a multi-use park targets to middle school, youth. Park will include ½ court basketball court, practice wall for tennis and racquetball, and skateboard/in-line skating facility. Park is located at the corner of 3rd avenue and Simons behind the police station. CDBG funds will be used.
4. Clark County will fund the City of Washougal, Downtown Revitalization. CDBG funds will pay for a portion of the exterior facade improvements and correction of code violations to businesses along B Street between 22nd and 15th. CDBG funds will be used.
5. Clark County will fund the City of Woodland, Bozarth Avenue Sewer Upgrade. During the reconstruction of Bozarth Avenue between Goering Street and Fifth Street the sewerline, and manholes in the street will be upgraded. CDBG funds will be used.
6. Clark County will fund the Town of Yacolt, West Yacolt Road, Sidewalk, and Stormwater Improvements. The design and construction of curbs, sidewalks along the south side of Yacolt Road from the west town limits to Amboy Avenue, sidewalks on the north side of Yacolt Avenue from the west town limits to Johnson Avenue, and expand the open stormwater conveyance facility on the north side of Yacolt Road. CDBG funds will be used.
7. Clark County will fund the Town of Yacolt, Capital Facility/General Sewer Plan. CDBG funds will be used to hire an engineering firm to describe the existing sewer facilities, anticipated needs for future facilities needed to meet existing and new regulations, and a description of future sewer facilities. CDBG funds will be used.
8. The City of Vancouver will fund Vancouver Community 2010 Plan for Family Support Centers. Development of a comprehensive plan for the design for technical assistance tool box for the creation of need-based centers. Toolbox to be made available for neighborhoods wishing to offer family support resources to citizens living in their neighborhoods. CDBG funds will be used.
9. The City of Vancouver will fund Vancouver Esther Short Curb Improvements. Installation

of 17 new curb ramps and reconstruction of 2 existing ramps on Columbia Street between 9th Street and Mill Plain Blvd. as well as corners of Mill Plain Blvd. and Main Street. CDBG funds will be used.

10. The City of Vancouver will fund Vancouver Harney Heights - 18th Street sidewalks. Installation of 4,700 feet of sidewalks and curb ramps on south side of 18th Street from Burton Street to General Anderson Road. CDBG funds will be used.
11. The City of Vancouver will fund Vancouver Hough--Markle Street Design & Partial Construction. Full design to improve Markle Street from 16th Street to Fourth Plain Blvd with actual construction from 16th Street to McLoughlin on the east side of the street this funding year. CDBG funds will be used.
12. The City of Vancouver will fund Vancouver Rosemere - Ft Vancouver/St. Johns Blvd Sidewalks. Provision of sidewalks and handicap ramps on the west side of Ft Vancouver Way from 25th Street to the intersection of St. Johns Blvd. and on both sides of St. Johns Blvd. from Ft. Vancouver Way north to 33rd Street. CDBG funds will be used.
13. The City of Vancouver will fund Vancouver Fourth Plain Village Evergreen Park Renovation. Located at the corner of Rossiter and Fourth Plain, the renovation of park includes replacing current picnic tables, sidewalk and road improvements along Rossiter Road, additional play equipment, six park benches, improved lighting around the shelter, a parameter trail, removal of unusable rest rooms and new landscaping at the park's entrance. CDBG funds will be used.
14. The City of Vancouver will fund John Ball Park Improvements- Replacement of deteriorated play equipment; sand cushion, fencing, park signage, and installing asphalt activity pad. Park location is between Harney and Kauffman south of 23rd Street to 22nd Street. CDBG funds will be used.

Objective #2: Demonstrate a commitment to long-term economic growth by promoting a diverse economic base and family wage jobs, and by providing opportunity for all citizens especially the unemployed and disadvantaged persons.

Actions:

1. Clark County will support the Columbia River Economic Development Council's (CREDC) benchmarks for ensuring that new employers provide livable wages and assistance to employees in locating affordable housing in the county. Clark County will work with CREDC to create incentive programs to encourage new and existing businesses to achieve the

benchmark.

2. Clark County will support Columbia River Economic Development continued Business and Job Retention Program (BJRP), which provides technical assistance to local companies in basic sector industries, primarily manufacturing and processing. The program goal is to help managers and owners solve problems before they result in closures or layoffs.
3. Clark County will work with the Economic Opportunity Council (EOC) to expand its training programs in life-skills and self-sufficiency for low-income households.
4. Clark County will support the Private Industry's Council job training and placement programs for low-income persons, displaced workers, and older-than-average workers.

Objective #3: Develop a Neighborhood Revitalization Strategy in one or, more qualifying areas to arrest the continuing decline of older neighborhoods and their livability.

Actions:

1. Clark county and the City of Vancouver will explore the creation of a Neighborhood Revitalization Strategy for one or more qualifying areas in Vancouver and/or the county.

Objective #4: Support public facility improvements for non-profit agencies with a priority on agencies that provide services to low and moderate income persons.

Actions:

1. The City of Vancouver and Clark County will fund the Oak Grove Facility Expansion. Expansion of an inpatient youth facility from 12 beds to 16 by adding two new bedrooms; three treatment rooms and a group session space. CDBG funds will be used.
2. The City of Vancouver and Clark County will fund Columbia River Mental Health Services Facility Handicapped Accessibility. Installation of an elevator for accessing the 2nd floor offices and treatment/conference rooms; audible and visual fire alarms and handicapped assisted doors. CDBG funds will be used.

LEVERAGING OTHER FUNDS

Clark County will take actions to assist other agencies and organizations in applying for all available funds and leveraging other resources to implement the housing strategies and programs. Clark County will also establish a network of representatives from the private lending community, financial experts, and private and non-profit housing developers and consultants who can provide technical expertise in packaging development proposals. Clark County will also submit letters of support and verification of consistency for project applications which support the goals and objectives found in the H&CD Plan.

The CDBG and HOME applications strongly encourage the leveraging of other funds. CDBG applicants received up to an additional 27.5 rating points, the larger the match to the project.

The HOME program encourages leveraging additional funds by awarding up to 20 additional rating points for matches exceeding 25%. Many of the HOME projects include Washington State Housing Trust Funds.

Program income from the CDBG program will be used as follows:

- Homeowner Rehabilitation Program , program income goes to additional rehabilitation jobs;
- Infrastructure project program income, as defined by the UCPB, goes to other infrastructure projects; and

- Social Service project program income as defined by the UCPB, goes to other social service projects.

- All program income received will be reallocated toward project activity in the next funding year cycle.

Program Income from the HOME program will be used as follows:

- Program income form Homeowner Rehabilitation Program goes to additional rehabilitation jobs;

- The First Home Loan Project program income will go to the First Home Loan program; and
- All other HOME program income will go to additional HOME projects as they are selected by the Clark Housing Review Board.

INSTITUTIONAL STRUCTURE

In 2000, Clark County will research options for improving its housing and community development institutional structures. The Clark County Housing and Community Development unit of the Department of Community Services and Corrections and the Vancouver Community and Housing

Services section include policy analysis, implementation of programs identified in the H&CD Plan, advocacy for affordable housing, monitoring progress towards objectives, creation of non-profit developers, allocation of state and county resources, and technical support.

PUBLIC HOUSING IMPROVEMENTS

The actions and steps to be taken by the Vancouver Housing Authority in 2000 to improve the management and operations of public housing units and to enhance the living environments of public housing tenants are described in the Five Year Action Plan of the Comprehensive Grant Program. Actions and steps to encourage resident involvement are also described in the Five Year Action Plan.

A report of the Vancouver Housing Authority's activities and expenditures to improve the living environments of public housing residents can be found in the Vancouver Housing Authority's Annual Statement of the Comprehensive Grant Program.

ANTI-POVERTY STRATEGY

Poverty is a complex problem that must be addressed at the local, state, and federal level. Strategies to alleviate poverty need to focus on a range of services to reflect a continuum of needs and progress towards self-sufficiency. Homeless people need basic services such as shelter, food, clothing, and health care. Persons at risk of being homeless need transportation, emergency assistance, childcare, case management, education, and job and household skills training. Finally, as individuals and families become more stabilized, they need job-training and job opportunities which provide livable wages.

Clark County can influence only some of the causes of poverty. As a region, it can do this by encouraging employers which pay livable wages, ensuring that the area has housing and human service providers able to offer the continuum of services necessary for self-sufficiency, and develop or continue programs aimed at reducing the number of households in poverty.

Clark County's anti-poverty strategies focus on the goal of increasing self-sufficiency of low-income individuals and families. In achieving this goal, the County will participate in the following programs:

- Continue to provide or act as a broker , the delivery of basic services through the Clark County Department of Community Services and Corrections for emergency shelter, transitional case management, food, and low-income energy assistance and weatherization programs.
- Support the programs of the Council for the Homeless and providers in emergency and transitional shelter and services to persons who are homeless or at risk of being homeless.

- Support the Vancouver Housing Authority's Self Sufficiency Program in increasing participants' household and financial management skills to enable them to become more self sufficient and reduce their need for public assistance.
- Support the activities of the Economic Opportunity Committee of Clark County to provide job training and self-sufficiency skills to extremely low- and low-income persons.
- Continue to provide funding for services and activities through the Clark County/City of Vancouver Coordinated Human Services Fund and the federal Community Services Block Grant.

During the last week of April 2000, the Clark County Community Action Agency held a Dialogue on Poverty at several locations in the county. The purpose of the dialogue was to begin community discussions on the extent of poverty in Clark County, barriers to self-sufficiency, and ways to reduce poverty. As a follow-up to the April dialogue, three focus groups consisting of persons living below the poverty level or who are familiar with issues relating to poverty will meet in June. The information from the focus groups, together with survey information from low-income home energy assistance program participants, will be combined with demographic data to develop a Community Needs Assessment for the Community Action Agency. The needs assessment will be used to set priorities and develop funding policies for the local Human Services Review Committee and the Community Action Advisory Board. The Washington State Association of Community Action Agencies will develop a statewide report consolidating the information from agencies across the state participating in the Dialogue on Poverty.

LEAD-BASED PAINT HAZARD REDUCTION EFFORTS

To evaluate and reduce lead-based paint hazards during 2000, Clark County will:

- Coordinate with public and private efforts to reduce lead-based paint hazards in residential units.
- Participate in inter-agency efforts by county health organizations and agencies to develop a survey of lead hazards in Clark County housing units.
- Integrate lead hazard evaluation and reduction activities into existing housing programs.
- Support and promote comprehensive public health programs aimed at education and testing.

COORDINATION OF SERVICES

- Clark County will enhance coordination public, private, and non-profit housing providers, human service agencies, and social service providers through the following actions:

- Continue to work with other jurisdictions including the Vancouver Housing Authority within the County to prioritize housing needs, provide services, and maximize the use of federal, state, and local funds for affordable housing, community development, and related services throughout the county.
- Continue to participate in coordination efforts initiated by the Council for the Homeless for shelter and services for homeless individuals and families.
- Facilitate a working group of public and non-profit housing developers and providers. Its purpose will be to provide progress reports on current projects; share information about funding sources; collaborate on projects; and problem-solve.
- Continue to work with the Vancouver Housing Authority and public housing residents to identify gaps in housing for low-income renters and special needs populations and to develop housing programs to meet these needs.

MONITORING PLAN

Clark County has extensive monitoring procedures with regard to funds provided by HUD. These procedures were developed to address Federal, State and County statutory and regulatory requirements in addition to providing County staff with a system of ensuring project compliance and accomplishment. Along with other funds received from HUD, Clark County will conduct monitoring reviews to determine that the County's programs financed by CDBG, HOME, and ESG funds will be carried out in accordance with the County's adopted H&CD Plan and in a timely manner (HOPWA funds are monitored by the City of Portland). This section will discuss (1) monitoring to meet H&CD Plan goals, (2) ensuring compliance with statutory and regulatory requirements, and (3) maintaining fiscal control.

Monitoring to Meet H&CD Plan Goals

Clark County will report annually on the progress made toward meeting the goals established in the H&CD Plan for assisting persons and communities at or below 80 percent of the median income. This performance report will comply with HUD's requirements and format and be submitted by the date HUD selects.

Ensuring Compliance with Statutory and Regulatory Requirements

Clark County has three major monitoring tools to ensure compliance with requirements. These are (a) policies, (b) contract requirements and (c) on-site monitoring.

Policies

The Clark County H&CD Plan will be used to guide the CDBG, the HOME, and ESG allocation processes.

Agencies requesting funds are asked to respond to general and program-specific policies in their application. The general policies incorporate federal, state and local requirements. These policies include, among others:

- consistency with local codes and policies
- restrictions on change of use of property/buildings assisted with federal funds
- establishment of a legally binding public interest
- minimization of displacement and provision of relocation assistance
- adherence to federal wage rates
- compliance with federal audit requirements
- adherence to lead-based paint abatement regulations
- establishment of affordable rents.

All projects requesting CDBG, HOME, ESG and HOPWA funds are evaluated to determine if they are (1) program eligible and priority based on program policies, (2) consistent with local, state and federal regulations, and (3) viable as submitted.

Contracts with Subrecipients

Projects funded through HOME, CDBG, or ESG will be required to enter into a contract with Clark County. In addition to the scope of work, duration and projected accomplishments or performance, each contract contains federal, state and local program requirements by which each agency must abide. These include, but are not limited to:

- audits
- subcontracting
- insurance coverage
- conflict of interest issues
- grounds for suspension or termination
- corrective action
- prohibition of political activities
- non-substitution of local funds
- constitutional prohibition against funding of religious activities
- environmental review
- nondiscrimination practices
- procurement standards
- labor standards

- restrictions on change of use
- acquisition and relocation
- housing quality standards
- income and rent requirements for HOME projects
- lease requirements for HOME projects
- public information
- certification regarding lobbying
- evaluation and record keeping
- bid procedures
- acquisition procedures
- relocation and one for one replacement housing
- Section 504/handicapped accessibility
- construction
- lead based paint abatement

Contracts are mailed to the agencies for their review before being executed. Agencies clearly understand that the contract requirements are the criteria against which they will be monitored. When the contract agreement has been signed by the sub-grantee and Clark County, a meeting is held between the project manager and the sub-grantee to ensure that the sub-grantee is aware of all conditions that accompany the agreement. The more complicated requirements such as Davis-Bacon wage rates, lead based paint abatement, Section 504 Accessibility, bidding requirements and procurement procedures are given special attention. The project manager keeps in touch with the sub-grantee on the progress of the project and is available throughout the life of the contract for continuing technical assistance. For some projects weekly contract is necessary to ensure successful project oversight.

Construction projects that require compliance with federal wage standards have an additional layer of review, which includes a pre-construction conference with the project manager, sub-grantee and the projects' architect or engineer. The meeting is to assure that the bid specifications will include reference to federal wage rates.

The procedure outlined above is characteristic of Clark County HOME and CDBG funds administered by the County.

On-Site Monitoring

During the middle of the project year, the County schedules monitoring visits with selected sub-grantees. During the site visit, the project manager reviews records and evidence of performance in many areas: program administrations, benefit to persons at or below 80 percent of the median income, equal opportunity in employment, real property acquisition and relocation, procurement procedures, construction projects, finance and recordkeeping and audit requirements, among other areas. The checklist of areas to be monitored is reviewed and updated annually and has been reviewed by the local HUD office. This progress helps the project managers identify areas that need

attention when dealing with a particular project and sub-grantee. The project manager will work with a sub-grantee until the deficiency identified in the monitoring report is rectified.

For projects with a restriction on change of use, periodic visits are conducted during the years the restriction is in place.

All projects requiring deeds are tracked on the CD Manager Computer program. The program provides current financial information and beneficiary data. The program also is used as a tracker to schedule HOME on site monitoring of rental projects, tenant income, and rent data during the affordability period. The CD Manager software does scheduling HQS inspections of rental units at the appropriate interval. All HOME recipients and CDBG limited clientele and housing recipients are mailed annual updates of medium area income and rent limits.

Fiscal Controls

The County has standardized procedures to ensure that fiscal information on HOME, CDBG and ESG funds that is being submitted to a HUD cash and management information system is correct and complete. Once a letter of credit is approved and HOME, CDBG and ESG funds become available, separate accounts are set up through the County's Auditor's Office.

Each approved project is linked to each account authorized by the respective letter of credit. A continuing balance for each project is maintained on a computer and can be accessed on a weekly basis. A separate account for HOME matching funds has been set up and the HOME staff is responsible for monitoring allocations and expenditures to ensure the matching requirements have been met.

When the sub-grantee requests reimbursement, they are required to submit both a County voucher reimbursement and backup documentation that the costs were actually incurred, as well as a performance accomplishment report. Individual project managers and fiscal staff person review both.

Reimbursement requests are reviewed for appropriateness and eligibility under contracted provisions. If an inappropriate or ineligible cost is incurred, or if performance falls far below projections, the County will not reimburse the sub-grantee and will meet with them to try to rectify the situation.

The completion of a project does not necessarily end the County's involvement with it. For example, once a construction or real property acquisition project is completed, the County will secure the public interest in the project and restrict any potential change of use via a promissory note and deed of trust instrument against the real property. HOME and some CDBG funds are subject to payback, with a share of the appreciated value, if the use of the property changes.